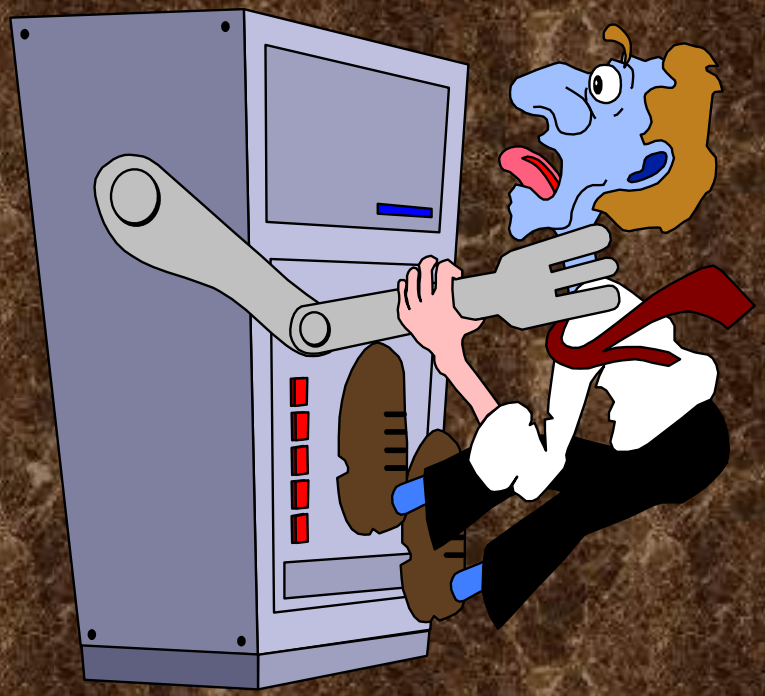
TRADOC REQUIRED EEO REPORTS

- TRADOC Quarterly Report
- End Strength Report
- Complaint Processing Statistics
- Federal EEO Statistical Report of Discrimination Complaints (462 Report)

As of 24 May 2000

TRADOC QUARTERLY REPORT



- Quarterly
- Due TRADOC NLT 5th working day of January, April, July, and October
- Data used to complete End Strength Report, Complaint Processing Statistics Report, and various other require-ments

Required Quarterly EEO Information

Installation/UIC: _____ POC: _____

Personnel: # Required____ # Authorized____ # On-Board__

Series: #260____ #318____#361____ Other_____

***Total Serviced: _____ Army: AF____; NAF____**

Non-Army (DOD): AF____; NAF____

***Need only where you service for EEO purposes**

_____

Collateral Duty (Counselors): _____ Collateral Duty (Other): _

Quarter Ending_____

Revised as of 24 May 2000

Required Quarterly EEO Information Complaint Statistics

1 -- # of reportable counselor contacts during the quarter:

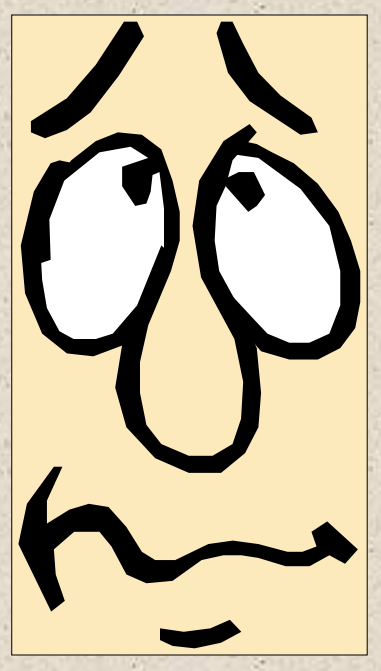
TRADOC_____ Tenant Units_____

2 -- # of workload contacts (total) during the quarter_____

3 -- # of formal complaints filed during the quarter:

TRADOC_____ Tenant Units_____

Required Quarterly EEO Information
Miscellaneous Information



Informal complaint resolution rate (%):_____

<u>Work Force Profile</u>: provide #'s and percentages for any under-representation (consolidate minorities) for grades GS 13-15 comparing with NCLF (Admin)

_____

_____

Required Quarterly EEO Information
What's Happening!

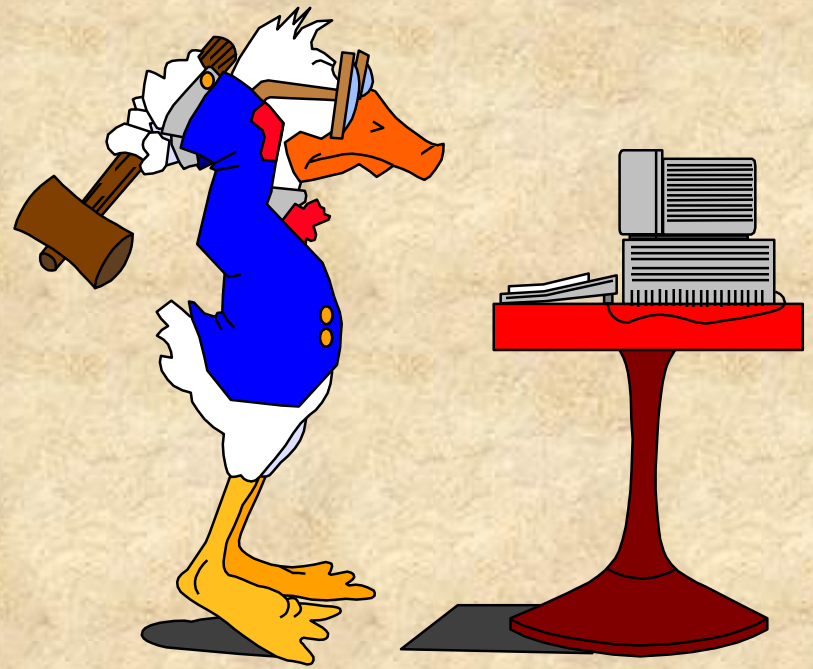
Updated Program Information

END-STRENGTH REPORT

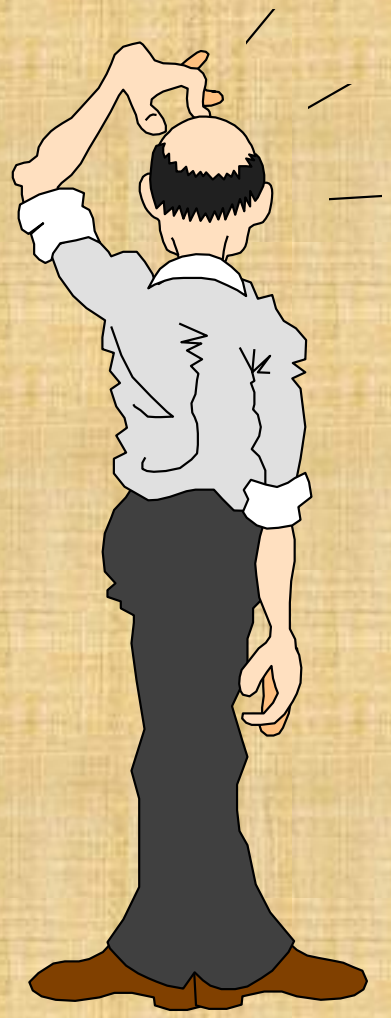
- Semi-annually
- Data taken from quarterly report
- Due TRADOC NLT 5th working day of January, April, July, and October

COMPLAINT PROCESSING STATISTICS

- Quarterly
- Data taken from quarterly report
- # Reportable counselor contacts
- # Workload contacts
- # Formal complaints



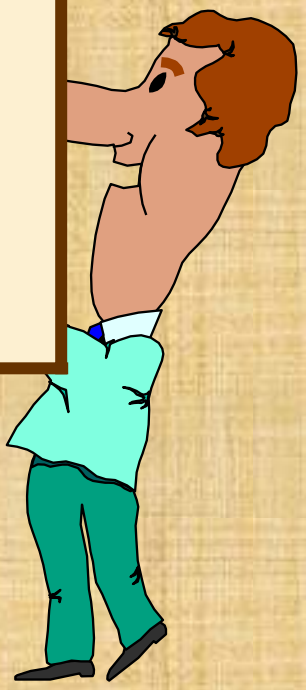
REPORTABLE COUNSELOR CONTACTS



- Within Purview of Title VII
- Counseling Initiated
- Input to CATS
- Reported to EEOC

WORKLOAD CONTACTS

- Issue(s) not covered under Title VII
- Assist employee with concern(s)
- Not input to CATS
- Not reported to EEOC



FEDERAL EEO STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

- Annual 462 Report
- Due TRADOC NLT 10 October
- Waiting on update from EEOC

HIGHLIGHTS OF 462 REPORTING REQUIREMENTS

- **Provide for TRADOC employees only**
- **Complaint numbers MUST match what is provided quarterly**
- **Previous year total (Part II 6) is used to begin report for new year (Part II 1)**
- **Numbers within report must match. In particular, insure Part II 5 matches Part VI B & Part II 6 matches Part VIII 1.**
- **Insure you include all SEP members in your program resources**

INFORMAL COMPLAINT RESOLUTION RATE FORMULA

Subtract the total number of formal complaints filed during the reporting period from the total # of informal complaints on hand to obtain the # of resolutions; divide # resolutions by the total number of informal complaints on hand

Example: 40 (# of informal complaints on hand)
-10 (# of formal complaints during quarter)
30 (# resolved)

40/30 = 76% resolution rate

FORMAL COMPLAINT RESOLUTION RATE FORMULA

Subtract the total number of final agency decisions (includes settlements & withdrawals) rendered the current quarter from the total number of formal complaints on hand; divide given number by the total number of formal complaints on hand

Example: 50 (formal complaints on hand)
- 10 (final agency decisions)
40

40/50 = 80% resolution rate